

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Foreign Section

DATE: 30 August 1963

FROM : Chief, Europe Unit *HWS*

SUBJECT: Renewal Process - Eastern European Subscriptions

a. Initial Action. Each year, approximately in the middle of May, an airmail instruction is sent to all posts currently supplying Eastern European subscriptions, requesting action on their part concerning renewals for the coming calendar year. The instruction requests information on the following points:

1) Renewal deadline for the placing of subscriptions at the beginning of the new year (very important in Eastern Europe where the state publication monopoly requires rigid adherence to deadline renewal dates or publication receipts are delayed for at least one quarter). 2) Multiple copies of all current catalogues concerning periodicals obtainable on a subscription basis. 3) Any other information pertinent to subscription renewals, i.e. are subscriptions accepted after deadline date, if so, under what conditions, etc.

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The instruction this year was sent out May 21 - (see attached cc).

b. Post Response. As much time as possible is allowed for the post's response. The majority of posts respond within a reasonable period of time - a few do not. The following posts responded on the dates given below:

<u>Post</u>	<u>Date of Response</u>
<div style="border: 1px solid black; width: 120px; height: 180px; margin: 0 auto;"></div> 25X1	May 31
	June 6
	June 7
	June 11
	June 13
	" "
	June 17
	June 21 <i>3. days</i>
	July 16

25X1

*Because of the multiplicity of components who place subscriptions through that post always prepares an elaborate despatch with enclosure in response to the

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Department's instruction. The despatch contains the deadline dates for the various countries whose publications are ordered through [] as well as an enclosure which contains a list of all titles (and all recipients) of subscriptions currently ordered through [] (see sample cc attached). Copies of this [] despatch were forwarded to pertinent components by the EE Coordinator in June. 25X1

There has been no response from [] to CA-13059 to date, even though a follow-up airgram was forwarded to the post reminding them of this fact on August 9.

c. The Initial Machine Run. The initial machine run is not requested until 1) all posts (or as many as apparently are going to respond) have replied to the instruction forwarded in May and 2) time is allowed the Machine Division to "pick-up" new subscriptions which have been ordered right up to the cut-off date (approx. June 21) for the new fiscal year.

The initial "machine run" of IBM lists consists of all current subscriptions for CIA broken down by offices. That is, all OOI, ORR orders, etc. are grouped together in individual office lists with the titles listed alphabetically. This year, office lists were ordered August 8 from the Machine Division and were received in the branch August 13. The lists were ordered several weeks later this year than last primarily because last year the [] deadline (the first major deadline) was August 31 - this year it is September 30 - one month later.

d. Processing of Initial Machine Runs. The following steps have to be taken before the lists can be forwarded to the various CIA offices. 1) The lists have to be checked very carefully to see if various changes made during the year such as cancellations, new subscriptions, etc. have been picked up by the Machine Division.

As has been the case on previous "runs," this year it was found that many new subscriptions added to the Machine Division listing of Eastern European subscriptions during Fiscal Year 1963/64 did not appear on the new lists. To avoid confusion at the office level, these had to be added to the lists by hand--

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why
delay 21 June -
8 Aug?
only
one
Post
responded
in this
period.

how
many?
Listing saw had only
hand addition. Also
see JW's comment

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can be done in advance

a rather time consuming operation. 2) A memorandum explaining the renewal function to the offices has to be written and multiple copies dittoed so that one copy can accompany each list to the various offices. In addition, a copy of the current Library sequence and dealer codes for Eastern Europe was attached to each memo and list for the convenience of the office end-user.

e. Forwarding of Lists to Offices. This year, the lists with the attachments noted above, were ready for mailing to the various CIA offices on approximately August 19. At this point, however, the coordinator concluded that the explanatory memo was not entirely adequate. This necessitated the redrafting of the memo plus a new ditto for multiple copies. Thus, the lists and attached information were not actually mailed to the offices until August 21.

why could this memo not have been approved earlier? list - 23 Aug - 1948

f. Deadline date for Renewal action by offices. Despite the delay caused by redrafting the explanatory memo, the original deadline of August 30 was adhered to for several reasons: 1) The vast majority of offices have very few Eastern European subscriptions i.e. twenty or less (in a few cases only one or two). Renewal action by these offices can be completed very quickly--a few minutes up to a half a day. 2) Experience has shown that a fairly short deadline tends to cause the office to take renewal action immediately rather than delaying the matter. A long deadline, thus, is not needed by many offices, and, in fact, may cause them to forget to take renewal action and even misplace and lose their lists. Also, this year it was felt that as many as possible should complete action before the long Labor Day holiday began.

If men there.

Those offices with a large number of subscriptions usually do need approximately two week to complete renewal action. A close working relationship is maintained at all times between the Coordinator and the personnel handling publications

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matters in these offices such as FID, ORR and the Library. As stated in the memo which accompanies the office renewal machine lists, any questions in regard to renewal action should be conveyed to the area Coordinator. This certainly includes a situation in which any office finds it needs additional time to complete its renewal action. The deadline is not completely rigid, as the personnel handling renewals in the major customer offices should very well know. A phone call to the Coordinator is all that is needed. In this particular case, no call was received from the Library Selection Officer. *- NO, but Library was informed + trip to AB taken.*

g. Components other than CIA. Acquisitions Branch (with the exceptions of the USSR Unit) only does the complete mechanics of ordering subscriptions for CIA. Other components in the program, however, are kept abreast of current information concerning subscription renewals in Eastern Europe (and all other pertinent data). The actual ordering is done by the individual components. Precise information concerning Eastern European renewals is incorporated into a memo a copy of which is sent to all participating non-CIA components. The memo for this year was forwarded to the participating offices on August 30.

Attachments - one cc each

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[redacted]
Memo to CIA Offices

EE Sequence # and Dealer Codes - EE

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Memo to Non-CIA Participating Offices

[redacted] (Berlin) w/enclosure

25X1 ECL

[redacted] -August 30, 1963

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